

REQUEST FOR QUALIFICATION/PROPOSALS
ENERGY EFFICIENCY & RENEWABLE
DUE DATE: 11/30/2009 BEFORE 2:00 p.m.

The City of Muskegon was able to secure a federal energy grant to upgrade, retrofit, and replace energy usage related elements at four different facilities/locations: McGraft Park, Smith Ryerson Park, City streets (Western Ave. & Terrace Point Dr.), and the LC Walker Arena. As a result of the aforementioned grant, the City is seeking qualification statements and proposals from qualified consultants capable of accomplishing the following goal:

Upgrade the existing facilities to more energy efficient facilities, thus saving on the usage and cost.

During the grant application process, the City was able to identify the following locations and items as candidates that if upgraded could result in a substantial energy savings:

1. Retrofit the ninety-six City owned decorative street lights along Western Ave. between Third St. and Terrace St. with an LED. Also, if there is enough funding, replace/retrofit those fixtures along Terrace Point Dr. north of Shoreline Dr.
2. Replace/retrofit the four-sided scoreboard at the LC Walker arena as well some neon/incandescent lights with LED. Exact locations and counts are to be determined upon a site visit.
3. At McGraft Park the following items:
 - a. Heating and cooling system be converted to a more efficient system such as a geothermal system or an air to air heat pump. Also adding an occupancy/motion sensor thermostat.
 - b. Replace the roofing system with a more efficient shingle, enhance insulation, and add some skylights where necessary.
 - c. Replace all lights to amore efficient light type such as T-8 or better and provide for occupancy sensors.
4. At Smith Ryerson Park the following items:
 - a. Replace the roofing system with a more efficient system and better insulation.
 - b. Replace/retrofit all light fixtures with a T-8 tubes and ballast or better.

Scope of Services to be provided by the consultant:

1. At a minimum: evaluate the items listed above to ensure upgrades/replacement and or retrofitting is necessary and beneficial.
2. For those items that meet the above statement: prepare specifications and/or drawings to bid the project as well as obtain any/and all required permits.

The qualification statement shall include, at a minimum:

1. The project team and their relative experience on similar projects during the last five years.
2. Resumes of the project team.
3. A brief statement about your firm as it relates this type of project.

The proposal statement shall include, at a minimum:

1. A Project understanding statement.
2. A detailed scope of services to be provided based on your understanding of the project.
3. A not to exceed proposal outlining the tasks, hours, and fees.

To further explain the project, **a mandatory pre-proposal meeting is scheduled for the 19th of November at 10:00 A.M. The meeting will be held in conference room 203 at City Hall which is located at 933 Terrace Street, Muskegon.**

A minimum of three copies of your proposal must be submitted in a sealed envelope marked "Energy Evaluation Proposal" and delivered to the Engineering Department, City of Muskegon 933 Terrace Street, PO Box 536, Muskegon, Michigan 49443-0536 no later than **2:00 P.M. on November 30th, 2009** at which time they will be publicly opened. Late submittals will not be accepted and will be returned unopened.

The City staff will review the submitted proposals and evaluate them based on the information provided. All submittals will be ranked accordingly based on the evaluations.

At the discretion of the City:

1. Interviews may be held as part of the evaluation process.
2. Negotiations may be a part of the selection process:

If the City chooses to negotiate an agreement using the terms of the original proposal as a basis, the negotiations will be held beginning with the top ranked firm and proceeding in order until an acceptable agreement is reached with a firm.